UNITED NATIONS

ST

Secretariat

ST/IC/1990/13
19 March 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: OPTION OF A LUMP-SUM PAYMENT FOR TRAVEL BY AIR IN LIEU OF PROVISION BY THE ORGANIZATION OF TRAVEL TICKETS AND RELATED ENTITLEMENTS ON HOME LEAVE, EDUCATION GRANT AND FAMILY VISIT TRAVEL*

INTRODUCTION

1. Effective immediately, on an experimental basis, staff members stationed at Headquarters, New York, will have the option to make their own travel arrangements and receive a lump-sum payment in lieu of the currently applicable travel and related entitlements on home leave, education grant and family visit travel. THE CURRENT TRAVEL ARRANGEMENTS WILL REMAIN APPLICABLE FOR STAFF MEMBERS WHO DO NOT WISH TO EXERCISE THE OPTION. The provisions of this circular apply only to staff members entitled to home leave, education grant and family visit travel. Therefore, those individuals with temporary contracts, special service agreements or other contractual arrangements are excluded. At this time, the option will be applicable only for travel by air and it will remain in effect for all travel mentioned above that commences prior to 31 December 1991. On the basis of experience gained up to that time, the application of the option may be continued and extended to other duty stations and other types of travel, with any necessary modifications, or it may be discontinued.

1. The option

2. Staff members who decide to exercise this option will be responsible for their own travel arrangements and will receive a lump-sum amount equivalent to

* Personnel Manual index No. 7000.

best copy available

75 per cent of the cost of the full economy class fare by the least costly scheduled air carrier between New York and the closest airport to the established place of home leave or, in the case of education grant travel, either to the established place of home leave or to the educational institution, whichever is the less costly. For children entitled to reduced-fare tickets, the lump-sum amount will be equivalent to 75 per cent of the applicable reduced fare.

3. The lump-sum payment will be deemed to cover all entitlements relating to the specific travel, including surface travel in the country of destination. By selecting the option, staff members agree to waive all entitlements in respect of that travel as established in the Staff Rules and will therefore not be entitled to any further amount for transportation, rest stopovers, terminal expenses, insurance coverage(s), accompanied excess baggage and unaccompanied shipment or for expenses relating to travel documents and visas for themselves and their eligible dependants. However, the provisions of appendix D to the Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1), will continue to apply if travel by air is via the most direct route to and from New York and the closest airport to the established place of home leave. The United Nations will also continue to attest to the staff members' United Nations status for obtaining requisite visas. The authorized travel time not chargeable to annual leave as provided for under administrative instruction ST/AI/249/Rev.3 dated 29 March 1989 will also remain unchanged.

4. One travel authorization (PT.8) will continue to be issued for the staff member and all eligible dependants travelling on home leave. The option will not be available on a partial basis except that, when a staff member's home leave travel is combined with official mission travel, the staff member may exercise the option in respect of his/her eligible dependants.

5. Once the lump-sum option has been selected, it will not be possible to revert to the normal travel entitlement for that specific travel. The United Nations will not be responsible for any delays or additional expenses that may be incurred or liabilities that may arise as a result of the exercise of the lump-sum option. For example, if sickness or other personal considerations delay or affect the travel and the staff member has purchased tickets to which restrictions are attached, it will be up to the staff member, and not the Organization, to settle the matter. It is emphasized that it is the responsibility of the staff member to take out appropriate trip cancellation insurance.

2. Procedure

6. To exercise the option, staff members must notify their respective executive/administrative officers of their planned itinerary at least two months before the anticipated departure date and indicate their interest in knowing the lump-sum option amount. This may be done on the "Request for transportation" form used by some departments or, if the staff member's own department does not use such a form, by memorandum. The executive/administrative officer will then ascertain from the Travel Unit the applicable lump-sum amount and notify the staff member accordingly. After receiving this notification, the staff member will have 10 days

in which to notify the executive/administrative officer of his or her agreement to accept the lump-sum. If notice of agreement is not received by the Executive Office within that time, the lump-sum option will not be granted.

7. Upon acceptance, the executive/administrative officer will prepare a travel authorization (PT.8), indicating in part 12 that "the staff member has opted for a lump-sum payment as provided for under information circular ST/IC/1990/13" and attaching a copy of the lump-sum amount calculated by the Travel Unit. The Executive Office will also prepare a form PT.165 (Receipt for lump-sum travel funds), which the staff member will be required to sign when picking up his/her cheque at the Cashier's Office. A sample of the PT.165 form is reproduced in the annex to the present circular.

8. Within 10 working days of the completion of the travel for which the lump-sum payment was made, the staff member will be required to complete the certification in part D of the original form PT.165 and provide satisfactory documentary evidence that home leave travel, education grant travel or travel to visit dependants took place as certified (i.e. used airline ticket stubs/boarding passes and laissez-passer/national passport bearing customs and/or immigration markings showing the dates of arrival in and departure from the country to which travel was authorized). Staff members are therefore advised to ensure that their travel documents, including those of their eligible dependants, are stamped upon entry into and exit from the home leave country by appropriate government officials, or in the case of education grant travel, by the appropriate officials of the country where the educational institution is located. Failure to provide specific documentary evidence of arrival and departure dates will automatically result in the amount of the lump-sum payment being recovered from the staff member's salary.

3. Host country travel regulations

9. Staff members and their eligible dependants whose itineraries involve stopover(s) in the United States must provide to their respective executive/administrative offices details of their itinerary and accommodation in the United States in accordance with information circular ST/IC/86/4 dated 14 January 1986 on official travel of United Nations staff members in the United States at least one week prior to their date of departure. Information circular ST/IC/85/76 dated 20 December 1985 should also be adhered to as applicable.

Annex

UNITED NATIONS NATIONS UNIES

RECEIPT FOR LUMP-SUM TRAVEL FUNDS

PART A. *To be completed by Executive Office*

NAME OF STAFF MEMBER	INDEX NO.	DEPARTMENT/OFFICE	ROOM NO.	EXT.

PT.8 NUMBER: Check one: ☐ Home Leave ☐ Education Grant ☐ Family Visit

PART B. *To be completed by Cashier's Office*

Cheque Number: Amount: US$ Date:

PART C. *To be completed by Staff Member*

1. I acknowledge receipt of the above-mentioned cheque to pay for my travel arrangements and/or those of my eligible dependants under the lump-sum travel option.
2. I certify that I have read and understand the terms and conditions of the lump-sum travel option detailed in ST/IC/1990/13 dated 19 March 1990 and I accept this cheque as full and final payment and waive all rights to entitlements accruing on account of this travel as described in the relevant United Nations Regulations and Rules.
3. If this travel includes stopovers within the United States, I will (a) comply, where applicable, with the provisions of Information Circular ST/IC/86/4 dated 14 January 1986, and, (b) submit the relevant information to my Executive/Administrative Office as stipulated in Information Circular ST/IC/85/76 dated 20 December 1985 at least one week prior to departure.
4. I undertake to inform my Executive/Administrative Officer of any change in the travel dates specified on the PT.8 form issued in connection with this travel. I understand that any change in those dates will automatically lead to a review and, possibly, an adjustment of the amount of the entitlement.
5. Within 10 working days of the completion of the travel for which this payment is made, I undertake to complete the certification below and return it to my Executive/Administrative Officer. I understand that if I fail to do so, the entire amount of this payment will be recovered from my salary.

Signed: _____ Date: _____

PART D. *CERTIFICATION BY STAFF MEMBER ON COMPLETION OF TRAVEL*

1. I certify that I have exercised my entitlement under the lump-sum option for travel on (CHECK ONE) [ ] Home leave [ ] Education grant [ ] Family visit in accordance with the relevant United Nations Regulations and Rules.
2. As required, I attach hereto the used airline tickets [ ] and boarding passes [ ] in respect of this travel and my United Nations laisser-passer [ ] or national passport [ ] containing the dates of arrival and departure from the country to which the travel was authorized.
3. In the case of travel on home leave or family visit, I certify that my eligible dependants and/or myself have spent _____ days in _____ (home leave country) as indicated hereunder (please provide separate dates if they differ for each traveller):

	Name of Traveller	Date & Place of Arrival	Date & Place of Departure
Staff member			
Eligible			
dependants			

4. I also certify that the statements and information provided by me in respect of this option are true and complete to the best of my knowledge and belief.

Signature of Staff Member: _____ Date: _____

PART E. *For Executive Office/Accounts Division Use Only*

☐ Travel has been completed as authorized, no further action required.

☐ Accounts Division: Staff member has not complied with the provisions of ST/IC/1990/13. Please take action to recover the lump-sum from salary entitlements.

Signature of Executive/Administrative Officer: _____ Date: _____

PT.165 (3-90) - E.

READEX FICHE

UNITED
NATIONS

ST

Secretariat

ST/IC/1990/14
14 February 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Legal Counsel has received from the United States Mission to the United Nations a note verbale dated 30 January 1990 advising of certain changes in the procedural requirements for private travel in the United States undertaken by staff members of the United Nations and their dependants, who are nationals of Afghanistan, Albania, Bulgaria, the Byelorussian Soviet Socialist Republic, Cuba, Czechoslovakia, the Democratic People's Republic of Korea, the German Democratic Republic, Hungary, the Islamic Republic of Iran, the Libyan Arab Jamahiriya, Mongolia, Poland, Romania, the Ukrainian Soviet Socialist Republic, the Union of Soviet Socialist Republics and Viet Nam.

2. The changes are effective as of 15 February 1990.

3. The Legal Counsel, in his reply of 7 February 1990, has reiterated to the United States Mission to the United Nations the well-known position of principle of the Secretary-General with respect to the selective treatment of United Nations staff members on the basis of their nationality.

4. The two notes verbales are annexed to the present circular.

5. Existing arrangements for official travel remain unchanged and will be made in the usual manner.

---

* Personnel Manual index No. 13017.

Annex I

NOTE VERBALE DATED 30 JANUARY 1990 FROM THE UNITED STATES MISSION TO THE UNITED NATIONS ADDRESSED TO THE LEGAL COUNSEL

Effective 5 February 1990, personnel and their dependants who are nationals of Afghanistan, Albania, Bulgaria, the Byelorussian Soviet Socialist Republic, Cuba, Czechoslovakia, the German Democratic Republic, Hungary, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Libyan Arab Jamahiriya, Mongolia, Poland, Romania, the Ukrainian Soviet Socialist Republic, the Union of Soviet Socialist Republics and Viet Nam will be required to use, whether for a request for authorization for private travel or for private travel service requests, the consolidated travel form which is enclosed. For travellers requiring travel services, two separate forms will no longer be required. In the past, travellers were required to submit a travel request for authorization for travel and a travel service request. After 5 February, only the enclosed form will be required. Existing procedures for official United Nations travel remain the same.

The new form must be typewritten and must contain complete and accurate information, such as the traveller's full name, title, dates of travel, purpose of travel, desired destinations, routes and means of transportation, including licence plate number. The travel form must be submitted at least two full working days in advance of contemplated travel. The processing time does not include the day of submission, the day the trip begins, federal holidays or weekends. The Department also wishes to remind the Legal Counsel that services provided by the Office of Foreign Missions include all commercial bookings such as transportation via airplanes, trains, boats, buses, rental cars, trucks, as well as lodging in commercial accommodations (including public camping facilities).

With regard to filing procedures, employees and their dependants who require travel services must hand deliver their consolidated travel forms to the Office of Foreign Missions, Monday through Friday between the hours of 9 a.m. and 5 p.m. eastern standard time and submit a copy to the United States Mission to the United Nations. If no travel services are required, the consolidated travel form must be presented to the United States Mission to the United Nations, Monday through Friday during business hours. In all instances, as is currently done, the traveller(s) must pick up the approved travel document from the United States Mission or the United Nations Travel Unit.

Any questions regarding travel procedures may be directed to the Host Country Section of the United States Mission at (212) 415-4135, or the Office of Foreign Missions at (212) 685-1301.

Appendix I

DEPARTMENT OF STATE - UNITED STATES MISSION TO THE UNITED NATIONS

Travel Notification/Travel Authorization/Service Request Form

Sent from: _____ TSR# _____

THIS FORM MUST BE TYPED AND FILLED IN COMPLETELY TO INSURE PROMPT AND EFFICIENT SERVICE. Continuation sheets may be used as necessary. A separate form must be filed for each trip. (ofmt 100-90)

Date of Request ____/____/____ (month day year) State Dept. ID# (if applicable) _____

Name of traveler (Last, First, Middle) _____

Title _____ Organization _____

Position _____ Phone# _____

Nationality _____ Passport# _____ Tax Card# _____

Date of Birth ____/____/____ (month day year) Place of Birth _____ (city, country)

Names of Acc. Travelers Title DOB State Dept ID# Tax Card#

Purpose of Travel (if applicable) _____

_____

Signature _____

TRAVEL ITINERARY

1) Date ____/____/____ (month day year) From _____ Dep. _____ am/pm

Mode _____ To _____ Arr. _____ am/pm

Lodging/Address _____

Name of Host _____ Phone# ( ) _____

Organization _____

Host's Address _____

If driving, please provide the following:

License Plate # _____ State Abb. _____ Make/Color of Car _____ Year ___

Routes _____

2) Date ____/____/____ (month day year) From _____ Dep. _____ am/pm

Mode _____ To _____ Arr. _____ am/pm

Lodging/Address _____

Name of Host _____ Phone# ( ) _____

Organization _____

Host's Address _____

If driving, please provide the following:

License Plate # _____ State Abb. _____ Make/Color of Car _____ Year ___

Routes _____

/...

----------TRAVEL ITINERARY (Continued)----------

3) Date____/____/____ From_____ Dep._____ am/pm
month day year

Mode_____ To_____ Arr._____ am/pm

Lodging/Address_____

Name of Host_____ Phone# (____)_____

Organization_____

Host's Address_____

If driving, please provide the following:

License Plate #_____ State Abb._____ Make/Color of Car_____ Year___

Routes_____

4) Date____/____/____ From_____ Dep._____ am/pm
month day year

Mode_____ To_____ Arr._____ am/pm

Lodging/Address_____

Name of Host_____ Phone# (____)_____

Organization_____

Host's Address_____

If driving, please provide the following:

License Plate #_____ State Abb._____ Make/Color of Car_____ Year___

Routes_____

5) Date____/____/____ From_____ Dep._____ am/pm
month day year

Mode_____ To_____ Arr._____ am/pm

Lodging/Address_____

Name of Host_____ Phone# (____)_____

Organization_____

Host's Address_____

If driving, please provide the following:

License Plate #_____ State Abb._____ Make/Color of Car_____ Year___

Routes_____

/...

Annex II

NOTE VERBALE DATED 8 FEBRUARY 1990 FROM THE LEGAL COUNSEL ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Legal Counsel of the United Nations presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note of 30 January 1990, received on Friday, 2 February 1990, concerning changes in the procedural requirements for private travel in the United States undertaken by staff members of the United Nations and their dependants, who are nationals of Afghanistan, Albania, Bulgaria, the Byelorussian Soviet Socialist Republic, Cuba, Czechoslovakia, the German Democratic Republic, Hungary, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Libyan Arab Jamahiriya, Mongolia, Poland, Romania, the Ukrainian Soviet Socialist Republic, the Union of Soviet Socialist Republics and Viet Nam.

According to the note, the changes were to become effective as of Monday, 5 February 1990. It was agreed with the United States Mission (Mr. Rosenstock) by telephone that this date is extended to 15 February.

While the offices of the Secretariat dealing with this matter have been advised of the new requirements for private travel, the Legal Counsel deems it necessary to repeat the well-known position of principle of the Secretary-General with respect to the selective treatment of United Nations staff members, according to their respective nationalities, by the host country.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/15
28 February 1990

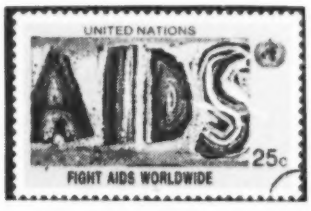
INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE
"FIGHT AIDS WORLDWIDE" STAMPS AND SOUVENIR CARD

1. The United Nations Postal Administration (UNPA) will issue the second set of commemorative stamps for 1990 on Friday, 16 March. The "Fight Aids Worldwide" stamps are in four designs and six denominations. The 25c, F.s. 050 and S5 stamps are similar in design and were created by Jacek Tofil of Poland. They carry a graphic depiction of the word "AIDS". The 40c stamp, designed by Fritz Henry Oerter of the Federal Republic of Germany, depicts a random group of people struck by a shadow. The F.s. 0,80 stamp, designed by Lee Keun Moon of the Republic of Korea, consists of a scientific illustration of man. The S11 stamp, designed by Orlando Pelaez of Colombia, is an abstract illustration of people surrounding a cell-like shape. The stamps were printed in the Netherlands by J. Enschede en Zonen using offset lithography.



Denominations and quantities:	25 cents	1 000 000
	40 cents	900 000
	F.s. 0,50	900 000
	F.s. 0,80	900 000
	S5	1 000 000
	S11	1 000 000

Size: 41 mm x 26.885 mm

Perforation: 12 3/4 x 13 1/2

(United States equivalents - F.s. 0,50: 37 cents; F.s. 0,80: 59 cents; S5: 46 cents; S11: $1.02 - subject to exchange rate fluctuation.)

2. These commemorative stamps are issued in sheets of 50 stamps.

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY.

4. The thirty seventh in a series of souvenir cards will also be released on 16 March 1990 to coincide with the "Fight Aids Worldwide" issue.

Designer: Robert Stein, United States

Printer: J. Enschede en Zonen, Netherlands

Reproduction: Offset lithography

Quantity: 115,000

5. Members of delegations and the staff may obtain the new stamps and first-day cancellations on Friday, 16 March at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/16
16 February 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Legal Counsel has received from the United States Mission to the United Nations a note verbale dated 8 February 1990 advising of certain changes in the procedural requirements for private travel in the United States undertaken by staff members of the United Nations and their dependants, who are nationals of China.

2. The changes are effective as of 20 February 1990.

3. As on earlier occasions when similar procedural changes were announced with respect to staff members of certain other nationalities, the Legal Counsel, in his reply of 13 February 1990, has reiterated to the United States Mission to the United Nations the well-known position of the Secretary-General concerning the selective and restrictive treatment by the host country of United Nations staff members solely on the basis of their nationality.

4. The two notes verbales are annexed to the present circular.

5. Existing arrangements for official travel remain unchanged and will be made in the usual manner.

---

* Personnel Manual index No. 13018.

Annex I

NOTE VERBALE DATED 8 FEBRUARY 1990 FROM THE UNITED STATES MISSION TO THE UNITED NATIONS ADDRESSED TO THE LEGAL COUNSEL

The United States Mission to the United Nations presents its compliments to the Legal Counsel of the United Nations and wishes to inform the Legal Counsel that, effective 20 February 1990, there will be changes in procedural requirements for private travel in the United States by United Nations employees who are nationals of China and their dependants, requiring use of the enclosed travel notification form for private travel beyond a 25-mile radius of Columbus Circle. Existing procedures for official United Nations travel remain the same.

The new form must be typewritten and must contain complete and accurate information, such as the traveller's full name, title, Standard Telegraphic Code (STC), dates of travel, purpose of travel, desired destinations, routes and means of transportation, including licence plate number, and the names and addresses of hosts. When commercial travel is used, flight, bus or train numbers must be stated. The travel form must be submitted at least two full working days in advance of contemplated travel. The processing time does not include the day of submission, the day the trip begins, federal holidays or weekends.

With regard to filing procedures, employees and their dependants must present their travel forms to the United States Mission, Monday through Friday during business hours. Queries regarding travel procedures may be directed to the Host Country Section of the United States Mission at (212) 415-4135.

Appendix

DEPARTMENT OF STATE - UNITED STATES MISSION TO THE UNITED NATIONS

Travel Notification Form

Sent from: _____ TNF # _____

THIS FORM MUST BE TYPED AND FILLED IN COMPLETELY TO INSURE PROMPT PROCESSING. Continuation sheets may be used as necessary. A separate form must be filed per trip. (ofmt 101-90)

Date of Request ___/___/___ (month day year) State Dept. ID# (if applicable) _____

Name of traveler (Last, First, Middle) _____

Standard Teleg. Code (STC) _____ Title _____

Position _____ Nationality _____

Organization/Address _____

Phone # _____ Passport # _____ Tax Card # _____

Date of Birth ___/___/___ (month day year) Place of Birth _____ (city, country)

Names of Acc. Travelers **STC** **Title** **DOB** **State Dept ID#**

Purpose of Travel Per Dest. _____

_____

Signature _____

TRAVEL ITINERARY

1) Date ___/___/___ (month day year) From _____ Dep. _____ am/pm

Mode _____ To _____ Arr. _____ am/pm

Lodging/Address _____

Name of Host _____ Phone# ( )

Organization _____

Host's Address _____

If driving, please provide the following:

License Plate # _____ State Abb. _____ Make/Color of Car _____ Year ___

Routes _____

2) Date ___/___/___ (month day year) From _____ Dep. _____ am/pm

Mode _____ To _____ Arr. _____ am/pm

Lodging/Address _____

Name of Host _____ Phone# ( )

Organization _____

Host's Address _____

If driving, please provide the following:

License Plate # _____ State Abb. _____ Make/Color of Car _____ Year ___

Routes _____

/...

----------TRAVEL ITINERARY (Continued)----------

3) Date____/____/____ From_____ Dep._____ am/pm
month day year

Mode_____ To_____ Arr._____ am/pm

Lodging/Address_____

Name of Host_____ Phone# (____)_____

Organization_____

Host's Address_____

If driving, please provide the following:

License Plate #_____ State Abb._____ Make/Color of Car_____ Year __

Routes_____

4) Date____/____/____ From_____ Dep._____ am/pm
month day year

Mode_____ To_____ Arr._____ am/pm

Lodging/Address_____

Name of Host_____ Phone# (____)_____

Organization_____

Host's Address_____

If driving, please provide the following:

License Plate #_____ State Abb._____ Make/Color of Car_____ Year __

Routes_____

5) Date____/____/____ From_____ Dep._____ am/pm
month day year

Mode_____ To_____ Arr._____ am/pm

Lodging/Address_____

Name of Host_____ Phone# (____)_____

Organization_____

Host's Address_____

If driving, please provide the following:

License Plate #_____ State Abb._____ Make/Color of Car_____ Year __

Routes_____

/...

Annex II

NOTE VERBALE DATED 13 FEBRUARY 1990 FROM THE LEGAL COUNSEL ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Legal Counsel of the United Nations presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note of 8 February 1990, concerning changes in the procedural arrangements for private travel in the United States by staff members of the United Nations and their dependants, who are nationals of China.

As on earlier occasions when similar procedural changes were announced with respect to staff members of certain other nationalities, the Legal Counsel wishes to reiterate the well-known position of the Secretary-General concerning the selective and restrictive treatment by the host country of United Nations staff members solely on the basis of their nationality.

The Legal Counsel notes that the proposed changes are effective as of 20 February 1990.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/17
13 March 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1990 APTITUDE TEST FOR ADMISSION TO A TRAINING PROGRAMME FOR FRENCH INTERPRETERS

1. An aptitude test for admission to a training programme for French interpreters will be held in June 1990 in New York, Geneva and other locations according to the number of candidates convoked for the test and the availability of the necessary equipment. The purpose of this test is to identify candidates with an aptitude for interpretation. The programme consists of a three- to nine-month course in on-sight translation and simultaneous interpretation techniques. Candidates who complete the training programme successfully will be invited to take the United Nations competitive examination for French interpreters.

2. The purpose of the competitive examination for French interpreters is to establish a roster from which present and future vacancies for French interpreters will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the French Interpretation Section, Interpretation and Meetings Division, Department of Conference Services, New York. They may be assigned to other duty stations in Africa, Asia, Europe or Latin America. Thereafter, they may be called upon to serve at other duty stations in Africa, Asia, Europe or Latin America, according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post.

3. The aptitude test is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP) or special missions are considered outside candidates for the purpose of this test.

4. Staff members applying for the aptitude test must:

(a) Have French as their main language; 1/

(b) Have a perfect command of French and an excellent knowledge of English and Russian. A very good knowledge of other official languages of the United Nations is an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims to knowledge of official languages by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in one or more of the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which French is the language of instruction.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which French is the language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the language of instruction is French, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. The Board of Examiners may limit the number of times a staff member is invited to take the test.

7. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

8. The aptitude test will consist of:

(a) On-sight translation of pre-selected texts from English and Russian into French;

(b) Simultaneous interpretation of pre-selected tapes of speeches of moderate speed made during official meetings of United Nations bodies from English and Russian into French.

The use of a dictionary or any other reference material is NOT permitted during the test.

9. The Board of Examiners will also interview the candidates on the same day as the aptitude test to assess general culture, professional experience, knowledge of the United Nations, adaptability to the prevailing working conditions of the Interpretation Service of the United Nations, personality and, in particular, ability to work as a member of a team. The interview is an integral part of the aptitude test.

10. Based on the overall results of the aptitude test, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for admission to the training programme. The Board's decisions are NOT subject to appeal. All candidates admitted to the aptitude test will be informed in writing of the Board's final decision with respect to their application. The Board DOES NOT release individual results.

11. Unless they are already at the P-1 level, staff members who are successful in the test and are selected for admission to the training programme will be assigned to the French Interpretation Section of the Interpretation Service of the United Nations Secretariat at Headquarters with a special post allowance to level P-1 for the duration of the training programme. Staff members who are already at levels P-2 or P-3 will be admitted to the training programme at level P-1 only for the duration of the training programme. Staff members who complete the programme successfully will be invited to take the United Nations competitive examination for French interpreters. Staff members who are unsuccessful in the training programme will be reassigned to the posts at their previous level and the special post allowance, if any, will be discontinued.

12. Staff members at Headquarters applying for the test should complete the attached form and submit it, not later than 27 April 1990, to:

Aptitude test for admission to the training programme for French interpreters
Recruitment and Placement Division
Room S-2535M
United Nations Secretariat
New York, NY 10017

13. Staff members working at duty stations away from Headquarters are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 27 April 1990, the deadline for receipt of applications in the Recruitment and Placement Division.

14. Staff members working at the United Nations Office at Geneva should address their applications to:

Aptitude test for admission to the training programme for French interpreters
Secretariat Recruitment Section
Room 266
United Nations Office at Geneva
CH-1211 Geneva - 10
Switzerland

/...

APPLICATION

APTITUDE TEST FOR ADMISSION TO THE TRAINING PROGRAMME FOR FRENCH INTERPRETERS 2/

INDEX NO. 3/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: 4/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this test before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 1/ /_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (Name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution / Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications:

Name of institution / Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv.	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

2/ Staff members applying for the aptitude test MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which French is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

3/ Appears normally on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

4/ Please indicate Department/Office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV, Habitat, or other (specify).

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims to such knowledge (see notes 1/ and 2/ above).

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

ST

Secretariat

ST/IC/1990/18
1 March 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: INTERNATIONAL WOMEN'S DAY

1. The Group on Equal Rights for Women in the United Nations has organized a panel discussion to be held on 8 March 1990 in the Trusteeship Council Chamber from 12.30 p.m. to 2.30 p.m. to mark International Women's Day.

2. The Secretary-General will address the assembly. Participants are to include the Hon. Bella Abzug, the Hon. Ellen Johnson Sirleaf and Ambassador Peter Wilenski.

3. Staff members wishing to participate in this event shall be released from their duties subject to the exigencies of the service.

90-05380 1810a (E)

UNITED
NATIONS

ST

Secretariat

ST/IC/1990/19
2 March 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

1. The present information circular contains a listing of the appointments, promotions, secondments, returns from secondment, mission/field assignments and separations from service of staff in the Professional category and above which were reported to the Planning and Information Section, Office of Human Resources Management, during the period 1 July to 30 September 1989. The present circular also contains a listing of personnel movements under the vacancy management and staff redeployment system. Staff changes that have taken place during the period covered by the circular but have not yet been reported to the Planning and Information Section are not included. Such changes will be reported in future issues of this circular.

2. Any necessary corrections to the information contained in this circular should be indicated in the space provided below with appropriate comments and returned to the Planning and Information Section, room S-2465, THROUGH THE EXECUTIVE OR ADMINISTRATIVE OFFICER of the department or office.

Information in question :

Page :	Name :

Correction (where applicable) :

Name : (Mr.) (Mrs.) (Miss) (Ms)	
Functional Title :	
Nationality :	Department :
Grade :	Effective Date :

Comments : _____

_____

_____

_____

_____
Executive/Administrative
Officer

90-05595

PERSONNEL MOVEMENTS

(July - September 1989)

1. Appointments

Name Functional Title	Nationality	Grade	Office
SPIERS,Mr RONALD I Under-Secretary-General	U S A	USG	OPGS
TER HORST,Mr ENRIQUE Assistant Secretary-General	Venezuela	ASG	DIEC
SURHODREV,Mr VICTOR Special Assistant to the Sec-Gen	U S S R	D-2	EOSG
VAN HEIJST,Mr JAKOB Director	Netherlands	D-2	CS
BELOV,Mr ANATOLI Economic Affairs Officer	U S S R	P-4	TCD
GRIMSDITCH,Mr PETER Interpreter	United Kingdom	P-4	UNOV
KOUZNETSOV,Mr ANATOLI Interpreter	U S S R	P-4	UNOG
LAISHLEY,Mr ROY DAVID Information Officer	United Kingdom	P-4	DPI
LIOUBOMIROV,Mr VICTOR N Recruitment Officer	U S S R	P-4	TCD
METCALFE,Mr BARRY Economic Affairs Officer	United Kingdom	P-4	ESCAP
POLYAKOV,Mr VLADIMIR Director, Information Centre	U S S R	P-4	DPI
SAMORE,Miss EVELYN Information Officer	U S A	P-4	DPI
SKOULKOV,Mr OLEG Interpreter	U S S R	P-4	UNOG
VENTURA DIAS,Mrs VIVIANNE Economic Affairs Officer	Brazil	P-4	ECLAC
WALAWSKI,Mr JERZY Economic Affairs Officer	Poland	P-4	ECE
ANANI,Mr BASSAM Economic Affairs Officer	Jordan	P-3	ESCWA

PERSONNEL MOVEMENTS

(July - September 1989)

1. Appointments

Name Functional Title	Nationality	Grade	Office
BENTSI-ENCHILL,Mr KWEGYIR Editor	Ghana	P-3	DPI
BRAVO,Mr FERNANDO Officer-in-Charge	Chile	P-3	ECLAC
BUNKE,Miss DOROTHY Classification Officer	U S A	P-3	AMOHRM
CHINGANDA,Mr ENOCK FABIANO Statistician	Malawi	P-3	ECA
ENDERLEIN,Mr RAINER Environmental Affairs Officer	German Dem Rep	P-3	ECE
FUENTES,Mr JUAN ALBERTO Economic Affairs Officer	Guatemala	P-3	ECLAC
GABI,Mr SAO REIGARI Legal Officer	Papua N Guinea	P-3	OLA
GARCIA-MOLINA,Mr JESUS MANUEL Economic Affairs Officer	Cuba	P-3	ECLAC
GARCIA-RAMOS,Mr REINALDO Translator	U S A	P-3	CS
GAVRIOUSHKIN,Mr ALEXANDR V Political Affairs Officer	U S S R	P-3	PSCA
GOLUBEV,Mr EUGENIY Interpreter	U S S R	P-3	UNOG
GORBITZ,Mr RAYMOND Translator	Belgium	P-3	CS
MARTINEZ,Mr JOSE OCTAVIO Economic Affairs Officer	Mexico	P-3	ECLAC
MATSOUKA,Mr ALEXANDRE Political Affairs Officer	Ukrainian SSR	P-3	PSCA
MONTENEGRO,Mr ARTURO Economic Affairs Officer	Guatemala	P-3	ECLAC
MORALES,Mr CESAR Economic Affairs Officer	Ecuador	P-3	ECLAC

PERSONNEL MOVEMENTS

(July - September 1989)

1. Appointments

Name Functional Title	Nationality	Grade	Office
NAGATA,Ms KOZUE K A Social Affairs Officer	Japan	P-3	ESCWA
NOVIKOV,Mr VIATCHESLAV Economic Affairs Officer	U S S R	P-3	ECE
PERIN-CLAYBURGH,Mrs SYLVIE Information Officer	France	P-3	DPI
PILARI,Mr DIRK Scientific Affairs Officer	German Dem Rep	P-3	UNCSTD
RUDNITSKY,Mr VLADIMIR V Legal Officer	Ukrainian SSR	P-3	OLA
SANCHEZ-GONZALEZ,Mrs SARA Translator	Cuba	P-3	CS
SMIRNOV,Mr MIKHAIL V Interpreter	U S S R	P-3	UNOG
ST LOUIS,Mr KEVIN Chief of Unit	U S A	P-3	ESCWA
ABRIC,Mrs ISABELLE Assoct Information Officer	France	P-2	DPI
BAIGORRI-JALON,Mr JESUS Assoct Verbatim Reporter	Spain	P-2	CS
BANCHIERI,Miss ANNA Assoct Librarian	Italy	P-2	CS
BRANDSTATTER,Mr ANDREAS Assoct Auditor	Germany F R of	P-2	AMIAD
CHENG,Mrs PING Assoct Translator	China	P-2	CS
DESNOUVEAUX,Miss DOMINIQUE Assoct Translator	France	P-2	CS
DRENGSGAARD,Mr OLE Assoct Statistician	Denmark	P-2	IESA
ECONOMOU,Miss PERSEPHONE Assoct Transnat Corporatns Affairs Officer	Greece	P-2	CTC

PERSONNEL MOVEMENTS

(July - September 1989)

1. Appointments

Name Functional Title	Nationality	Grade	Office
FINCH,Mrs MICHIKO NAKAOKA Assoct Accountant	Japan	P-2	AMOPPBF
FISCHER,Mr JAN Assoct Information Officer	Denmark	P-2	DPI
HICUBURUNDI,Miss ALICE Assoct Law of the Sea Officer	Burundi	P-2	OALOS
JACOBSEN,Mrs HEGE Assoct Programmer	Norway	P-2	UNOG
JIANG,Mr RONG Assoct Translator	China	P-2	CS
JOHANNESSEN,Mr MORTEN SVEN Assoct Accountant	Norway	P-2	AMOPPBF
JOVANOVIC,Mr MIROSLAV Assoct Transnat Corporatns Affairs Officer	Yugoslavia	P-2	CTC
KOHRS,Miss RAMONA Assoct Librarian	Germany F R of	P-2	CS
LIN,Miss DAN Assoct Translator	China	P-2	ESCAP
MPORAMAZINA,Mr JEAN-CLAUDE Assoct Economic Affairs Officer	Burundi	P-2	UNCSTD
MYKLEBUST,Mrs GRETE Assoct Budget Officer	Norway	P-2	AMOPPBF
NI,Miss PEI-JUN Assoct Translator	China	P-2	CS
NIELSEN,Mr JENS Assoct Information Officer	Denmark	P-2	DPI
NOEL,Mr PIERRE Assoct Translator	Belgium	P-2	CS
NORSKER,Mr ANDRES OLE Assoct Programmer	Denmark	P-2	UNOV
OPSAHL,Mr ROALD Assoct Programmer	Norway	P-2	AMOGS

PERSONNEL MOVEMENTS

(July - September 1989)

1. Appointments

Name Functional Title	Nationality	Grade	Office
PEREZ SOTO,Mr RENAN Assoct Programme Budget Officer	Cuba	P-2	AMOPPBF
SCHWEINFEST,Mr STEFAN Assoct Statistician	Germany F R of	P-2	IESA
TAMAMURA,Miss MIHOKO Assoct Financial Management Officer	Japan	P-2	AMOPPBF
TAYLOR,Mr RUSSELL Assoct Information Officer	U S A	P-2	DPI
TROJANOVIC,Mr MILAN Assoct Finance Officer	Yugoslavia	P-2	AMOGS
WEINERT,Miss RUTH Assoct Librarian	Germany F R of	P-2	UNOG
XU,Mr GAOJING Assoct Translator	China	P-2	CS

PERSONNEL MOVEMENTS

(July - September 1989)

2. Promotions

Name Functional Title	Nationality	Grade	Office
BASNAYAKE,Mr SRINATH S Director	Sri Lanka	D-2	OLA
TAJ,Mr AZIZ Chief	Tunisia	D-1	UNCTAD
ABOU-ZAHR,Mr OMAR Senior Interpreter	Lebanon	P-5	UNOG
HAMDANI,Mr KHALIL A Special Assistant to the A-S-G	Pakistan	P-5	IESA
MARULLI-KOENIG,Mrs LUCIANA Chief of Unit	Italy	P-5	IESA
STCHESNOVITCH,Mr VIATCHESLAV Senior Translator	U S S R	P-5	UNOG
SUREDA Y CARRION,Mr ALFONSO Senior Translator	Spain	P-5	UNOG
VOLTOLIN,Mr MATHO Senior Translator	France	P-5	UNOG
ZANDEE,Mr DIRK Chief of Unit	Netherlands	P-5	UNCTAD
ALMEIDA,Miss MARIA Political Affairs Officer	Portugal	P-4	SPQRCDT
CABBABE-RAPPARD,Mrs MAY Interpreter	Lebanon	P-4	UNOG
DENNIS,Mr RICHARD MICHAEL Translator	United Kingdom	P-4	UNOG
DIMITRY,Ms LEILA Interpreter	Canada	P-4	UNOG
ECHAVARREN-LAROCHE,Mrs MARIA DEL CA Interpreter	U S A	P-4	UNOG
FAHMAWI,Mr SALEEM Information Officer	Jordan	P-4	DPI
JAQUET,Mr ALAIN Translator	France	P-4	UNOG

PERSONNEL MOVEMENTS

(July - September 1989)

2. Promotions

Name Functional Title	Nationality	Grade	Office
KONGO-DOUIDOU,Mr TOUSSAINT Acting Director, Information Centre	Cent Afr Rep	P-4	DPI
MIHALIC,Ms JADRANKA Political Affairs Officer	Yugoslavia	P-4	PSCA
MOSER,Ms ELIZABETH Translator	Austria	P-4	CS
NAFRAWY,Mrs ABEYA Interpreter	Egypt	P-4	UNOG
PRINS,Mr CHRISTOPHER Economic Affairs Officer	United Kingdom	P-4	ECE
RUSSLER,Mrs DIANA Administrative Officer	Italy	P-4	AMOPPBF
EDWARDS,Mrs JOAN Administrative Officer	United Kingdom	P-3	UNHCR
HU,Mr LI-PING Interpreter	China	P-3	CS
SCHRAGE,Mr WIECHER BOTE Economic Affairs Officer	Netherlands	P-3	ECE
SIMON,Mr WERNER Librarian	Germany F R of	P-3	UNOG
ALTSHULER,Mr ROBERT O Assoct Economic Affairs Officer	U S A	P-2	IESA
BENARY,Mrs NORA Associate Officer	Israel	P-2	OPGS
MCGONIGLE,Ms LILIA R Assoct Librarian	U S A	P-2	CS
PARDAL,Mrs DEIRDRE Assoct Classification Officer	U S A	P-2	AMOHRM
PATTABONGSE,Ms MALINEE Assoct Programmer	Thailand	P-2	ESCAP
ROSE,Mrs SUSAN Assoct Social Affairs Officer	United Kingdom	P-2	UNOV

PERSONNEL MOVEMENTS

(July - September 1989)

2. Promotions

Name Functional Title	Nationality	Grade	Office
SEVILLA,Ms MARIA-FRANCISCA Assoct Budget Officer	Philippines	P-2	UNOG
ZERAI,Mr SEREKEBERHAN Assoct Statistician	Ethiopia	P-2	IESA
TAMRAT,Mr SAMUEL Asstnt Political Affairs Officer	Ethiopia	P-1	PSCA

PERSONNEL MOVEMENTS

(July - September 1989)

3. Transfers

Name Functional Title	Nationality	Grade	Office From	 To
BOTA,Mr LIVIU A Senior Adviser	Romania	D-2	DDA	UNOG
UY,Mr ANTONIO J Deputy Director	Philippines	D-1	AMOPPBF	AMIAD
KARTAS,Mr MONCEF Director, Information Centre	Tunisia	P-5	UNOG	DPI
DILUMBU,Mr JEAN-MARTIN Finance Officer	Zaire	P-4	ECA	AMOPPBF
KANE,Mr THOMAS Systems Analyst	U S A	P-4	UNJSPF	AMOPPBF
GERLACH,Ms KARIN ANN Administrative Officer	Venezuela	P-3	AMOPPBF	AM
GIRALDO,Mr ADELARDO Auditor	Colombia	P-3	AMOPPBF	AMIAD
FROSETH,Mr RUNE Assoct Programmer	Norway	P-2	UNOG	ECE
TAMRAT,Mr SAMUEL Asstnt Political Affairs Officer	Ethiopia	P-1	ECA	FSCA

PERSONNEL MOVEMENTS

(July - September 1989)

4. Movements under the Vacancy Management and Staff Redeployment System
   Promotions

Name Functional Title	Nationality	Grade	Office
BERTUCCI,Mr GUIDO Executive Officer	Italy	D-1	TCD
JOHNSON,Mr LARRY D Prinpl Legal Officer	U S A	D-1	OLA
LECOMTE DU NOUY,Mrs PATRICIA J Chief of Service	United Kingdom	D-1	CS
MAGOMA,Mr ATHMANI R Director, Information Centre	U Rep Tanzania	D-1	DPI
EL-ERIAN,Ms TAHANI Acting Officer-in-Charge	U S A	P-5	CS
HOFFMANN,Ms HELGA Senior Economic Affairs Officer	Brazil	P-5	DIEC
KAZTMAN,Mr RUBEN D Senior Social Affairs Officer	Argentina	P-5	ECLAC
WORTEL,Mr JOHANNES Deputy Chief	Netherlands	P-5	ECLAC
ABERDEEN,Mr OLUKAYODE Public Administration Officer	Sierra Leone	P-4	TCD
ALKAITIS,Ms LORAINE Political Affairs Officer	U S A	P-4	PSCA
DIAZ,Mrs YOLANDA Deputy Chief of Section	Cuba	P-4	CS
FOMINOV,Mr IGOR GENNADIEVICH Legal Officer	U S S R	P-4	OLA
HOPPE,Mrs HANNELORE Political Affairs Officer	German Dem Rep	P-4	DDA
LAHEURTE,Mrs LOUISE Chief of Unit	France	P-4	DPI
MBAMBA,Mr ABDULLAH Director, Information Centre	U Rep Tanzania	P-4	DPI
ZIMNY,Mr ZBIGNIEW JOZEF Transnat Corporatns Affairs Officer	Poland	P-4	CTC

PERSONNEL MOVEMENTS

(July - September 1989)

4. Movements under the Vacancy Management and Staff Redeployment System

Promotions

Name Functional Title	Nationality	Grade	Office
FRAGA,Mr JOSE Transnat Corporatns Affairs Officer	Argentina	P-3	CTC
GINES,Ms NORIKO KIMURA Librarian	Japan	P-3	CS

PERSONNEL MOVEMENTS

(July - September 1989)

4. Movements under the Vacancy Management and Staff Redeployment System
Reassignments (within the same office)

Name Functional Title	Nationality	Grade	Office
AASEN,Mrs MARTHA ANN Chief of Section	U S A	P-5	DPI
BAXTER,Mr THOMAS J Acting Chief of Section	Liberia	P-5	ECA
EJIOGU,Mr CHARLES Chief	Nigeria	P-5	TCD
JOHNSON,Mr LARRY D Senior Legal Officer	U S A	P-5	OLA
CHENIER,Mrs JOSEPHINE R Administrative Officer	Australia	P-4	DPI
LOH,Mr KENG AUN Recruitment and Placement Officer	Malaysia	P-4	AMOHRM
SHINGIRO,Mr VICTOR Acting Chief of Section	Burundi	P-4	ECA
TRAORE,Mr ABDOU D Information Officer	Togo	P-4	DPI
ARTIGAS,Mrs CARMEN Legal Officer	Uruguay	P-3	ECLAC
ATKINS,Mrs JANINA Librarian	U S A	P-3	CS
DE VERA,Mr JACINTO Transnat Corporatns Affairs Officer	Philippines	P-3	CTC
DE WETTE,Mr JULIAN Information Officer	U S A	P-3	DPI
DRJUCHIN,Mr VLADIMIR A Acting Chief of Unit	U S S R	P-3	IESA
EL GUINDI,Mr AMR Interpreter	U S A	P-3	UNOV
HORIUCHI,Mr SHIRO Population Affairs Officer	Japan	P-3	IESA
KABBAJ,Mr ABDELLATIF Information Officer	Morocco	P-3	DPI

PERSONNEL MOVEMENTS

(July - September 1989)

4. Movements under the Vacancy Management and Staff Redeployment System
   Reassignments (within the same office)

Name Functional Title	Nationality	Grade	Office
LAHEURTE,Mrs LOUISE Chief of Unit	France	P-3	DPI
LICARI,Mr JOSEPH Radio Producer	Italy	P-3	DPI
LIU,Mr HONG Deputy Executive Officer	China	P-3	CS
MAERTENS,Mr FRANCIS A Programme Officer	Belgium	P-3	UNOV
SIMO,Mrs ANA MARIA Information Officer	France	P-3	DPI
UEKI,Mr YASUHIRO Information Officer	Japan	P-3	DPI
ABDUL MAJID,Mrs SAMSIAH Assoct Information Officer	Malaysia	P-2	ESCAP
DISSIN,Mrs LENA Assoct Information Officer	Sweden	P-2	DPI
MOY,Mr RAYMOND H Assoct Training Officer	U S A	P-2	AMOHRM
PECK,Mr MOHAN K Assoct Economic Affairs Officer	U S A	P-2	TCD
PECK,Mrs ANJALI CATHERINE Assoct Information Officer	U S A	P-2	DPI
SANCHEZ,Mr RUDY Assoct Personnel Officer	U S A	P-2	AM

PERSONNEL MOVEMENTS

(July - September 1989)

4. Movements under the Vacancy Management and Staff Redeployment System
Transfers (between different offices)

Name Functional Title	Nationality	Grade	Office From	 To
AVEDON,Mr STEVEN R Administrative Officer	U S A	P-4	CTC	DDA
GONZALES,Mr ABRAHAM S Special Assistant to the A-S-G	Philippines	P-4	AMOPPBF	AM
LEDUC,Mr JEAN FRANCOIS Interpreter	France	P-4	CS	ESCAP
LIM,Mr EMIL U Finance Officer	China	P-4	UNEP	AMOPPBF
NSIMBA,Mr EDOUARD Economic Affairs Officer	Angola	P-4	ESCWA	IESA
MACH,Miss ADREA Assoct Information Officer	U S A	P-2	UNOV	DPI
RODRIGUEZ,Mr PABLO HERNAN Assoct Programmer	Chile	P-2	AMOGS	ECLAC

PERSONNEL MOVEMENTS

(July - September 1989)

5. Return from Secondment

Name Functional Title	Nationality	Grade	Office
GRIECO,Mr JULIO CESAR Disaster Relief Coordination Officer	Brazil	P-3	UNDRO

PERSONNEL MOVEMENTS

(July - September 1989)

6. Retirements

Name Functional Title	Nationality	Grade	Office	Separation Date
ADEBANJO,Mr MOSES T O Director	Nigeria	D-2	UNCTAD	3 Jul 89
BHOURASKAR,Mr DIGAMBAR M Director	India	D-2	TCD	31 Jul 89
SZASZ,Mr PAUL C Director and Deputy to the U-S-G	U S A	D-2	OLA	30 Jun 89
LANDRETH-SMITH,Miss J Chief of Section	Trinidad & Tob	P-5	AMOHRM	30 Jun 89
MACPHERSON,Mrs PHYLLIS P Executive Officer	U S A	P-5	SPQRCDT	31 Jul 89
PAEZ-MARTINEZ,Mr JOSE Chief of Section	Spain	P-5	UNOG	30 Jun 89
GLUCKSTEIN,Ms SHEILA EDNA Economic Affairs Officer	U S A	P-4	TCD	31 Aug 89
ISRAELI,Ms GENIA Editor	France	P-4	UNOG	31 Jul 89
MOREAU,Mrs JANINE Verbatim Reporter	France	P-4	CS	30 Jun 89
NAGATA,Mr YUTAKA Information Officer	Japan	P-4	DPI	31 Jul 89
CHUNG,Mr KAN Copy Preparer	China	P-3	CS	30 Jun 89
GAYNOR,Mr DONALD Fellowship Officer	U S A	P-3	TCD	31 Jul 89

PERSONNEL MOVEMENTS

(July - September 1989)

7. Other Separations

Name Functional Title	Nationality	Grade	Office	Separation Date
KHITROV,Mr LENGVARD Director	U S S R	D-2	CS	30 Jun 89
KOLESNIKOV,Mr VLADIMIR S Special Assistant to the Sec-Gen	U S S R	D-2	EOSG	10 Jul 89
NAKAGAWA,Mr KOJI Deputy Executive Secretary	Japan	D-2	ESCAP	31 Jul 89
ANABTAWI,Mr MUNZER Senior Human Rights Officer	Jordan	P-5	HR	31 Aug 89
CHOWDHURY,Mr HYBAT JAN Senior Co-ordinator	Bangladesh	P-5	UNDRO	31 Aug 89
DE HENSELER,Mr MAX Chief of Unit	Switzerland	P-5	TCD	10 Aug 89
ENDO,Mr TAKASHI Senior Officer	Japan	P-5	DPI	31 Jul 89
LAVALLE-VALDES,Mr ROBERTO Senior Legal Liaison Officer	Guatemala	P-5	UNOV	31 Aug 89
YAZGI,Mr ROBERT Deputy Chief of Service	United Kingdom	P-5	AMIAD	31 Jul 89
GOLYBINE,Mr DMITRI Interpreter	U S S R	P-4	UNOG	31 Jul 89
KILDE,Mr SVERRE Disaster Relief Coordination Officer	Norway	P-4	UNDRO	22 Jul 89
KOLCHIN,Mr VLADIMIR Recruitment Officer	U S S R	P-4	TCD	29 Sep 89
KOTER,Mr IVAN Economic Affairs Officer	Czechoslovakia	P-4	ECE	31 Aug 89
KOVALENKO,Mr IVAN I Personnel Officer	U S S R	P-4	AMOHRM	11 Aug 89
LYNCH,Mr J GREGORY Administrative Officer	U S A	P-4	AMOPPBF	7 Jul 89
POLITYKIN,Mr VLADIMIR G Economic Affairs Officer	U S S R	P-4	TCD	31 Aug 89

PERSONNEL MOVEMENTS

(July - September 1989)

7. Other Separations

Name Functional Title	Nationality	Grade	Office	Separation Date
SAUER,Miss ROBYN ANN Secretariat Services Officer	Australia	P-4	DIEC	4 Sep 89
SAYEGH,Ms HALA Chief of Unit	Lebanon	P-4	ESCWA	1 Sep 89
SOBRINO,Mr JOSE Director, Information Centre	Spain	P-4	DPI	12 Sep 89
SOKOLOV,Mr VIATCHESLAV Economic Affairs Officer	U S S R	P-4	ECE	30 Jun 89
SOLOVIEV,Mr VLADIMIR Information Officer	U S S R	P-4	UNOG	31 Aug 89
VERBIEST,Mr JEAN-PIERRE Economic Affairs Officer	Belgium	P-4	ESCAP	31 Jul 89
ACHOMKO,Mr VALERI Economic Affairs Officer	U S S R	P-3	ECE	30 Jun 89
ANDREEVA,Mrs SVETLANA Verbatim Reporter	U S S R	P-3	CS	17 Aug 89
DE WIT,Mr RENAAT Chief of Unit	Belgium	P-3	AMOGS	29 Aug 89
DEBER,Mr ROBERTO Verbatim Reporter	Uruguay	P-3	CS	30 Jun 89
FADEYEV,Mr ANDREY Interpreter	U S S R	P-3	CS	21 Sep 89
JIMENEZ,Mr JOSE IGNACIO Economic Affairs Officer	Colombia	P-3	UNCTAD	30 Jun 89
KOVALENKO,Mrs NATALIA Editor	U S S R	P-3	CS	11 Aug 89
LI,Mr NING Translator	China	P-3	CS	30 Aug 89
LIU,Mr XINMIN Translator	China	P-3	CS	16 Aug 89
PISSALIDIS,Mr STAVROS Finance Officer	U S A	P-3	AMOPPBF	30 Jun 89

PERSONNEL MOVEMENTS

(July - September 1989)

7. Other Separations

Name Functional Title	Nationality	Grade	Office	Separation Date
POLOUEKTOV,Mr ALEXANDRE Economic Affairs Officer	U S S R	P-3	UNCTAD	30 Jun 89
TORGAN,Mr VASSILI Economic Affairs Officer	U S S R	P-3	ECE	30 Jun 89
TYURIN,Mr SERGE Translator	U S S R	P-3	CS	31 Jul 89
WU,Mr PEI-LIN Translator	China	P-3	CS	13 Aug 89
ZAYCHENKO,Mr SERGUEI Translator	U S S R	P-3	CS	21 Sep 89
ZENG,Mr KANG-MIN Translator	China	P-3	ESCAP	23 Jun 89
ZHU,Mr HAIMING Translator	China	P-3	CS	23 Aug 89
GAO,Mr ZHIKAI Assoct Interpreter	China	P-2	CS	3 Sep 89
XIA,Mr JIANMING Assoct Interpreter	China	P-2	ESCAP	18 Aug 89

8. The Assistant Secretary-General for Human Resources Management regrets to announce the death of the following staff members :

LEE,Mr THOMAS CHUN-YAO	China	P-4	ESCAP
First Officer			
7 June 1935 - 30 July 1989			
BAKER,Mr ALAN	United Kingdom	P-2	AMOPPBF
Assoct Accountant			
26 September 1949 - 27 August 1989			